



Intelligent Education Group

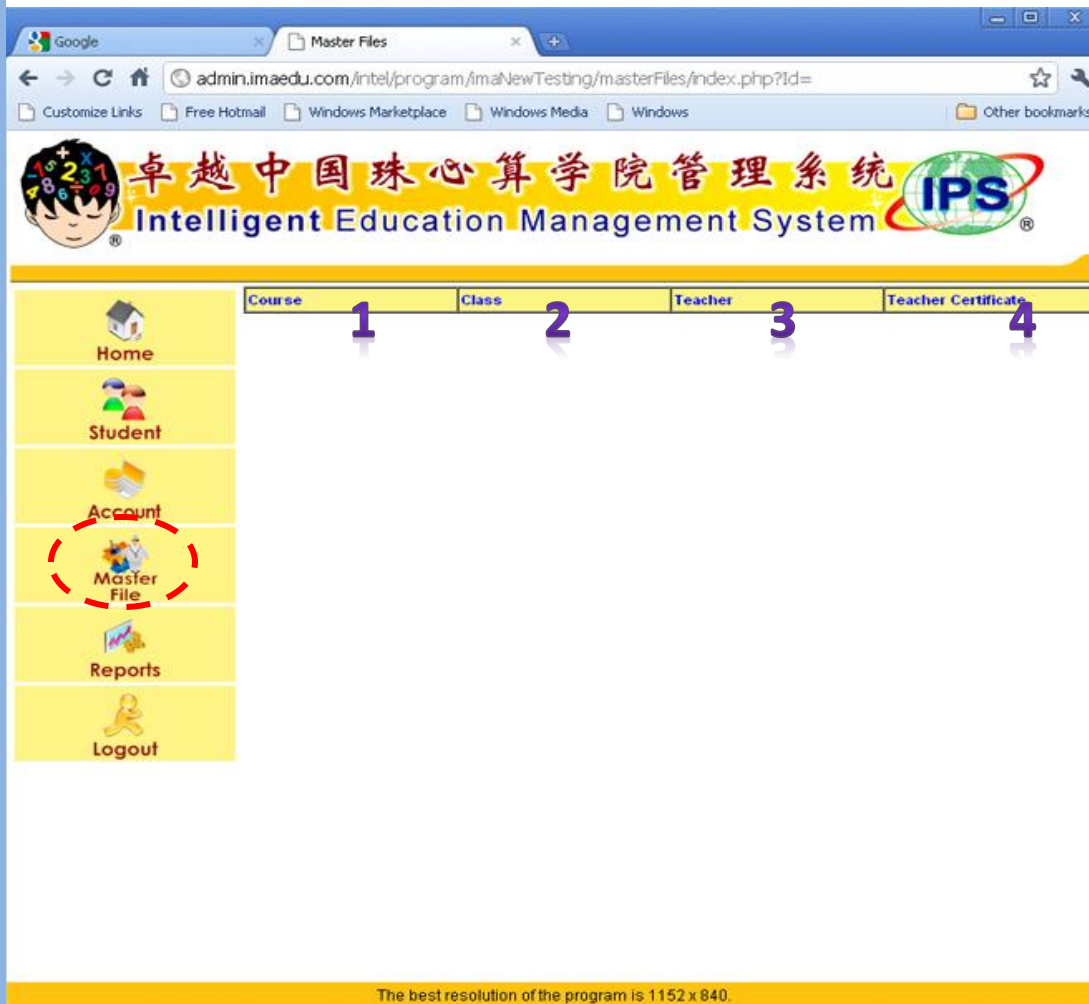
User Manual Of Intelligent Management System

Master File Introduction



Master File

Page 1

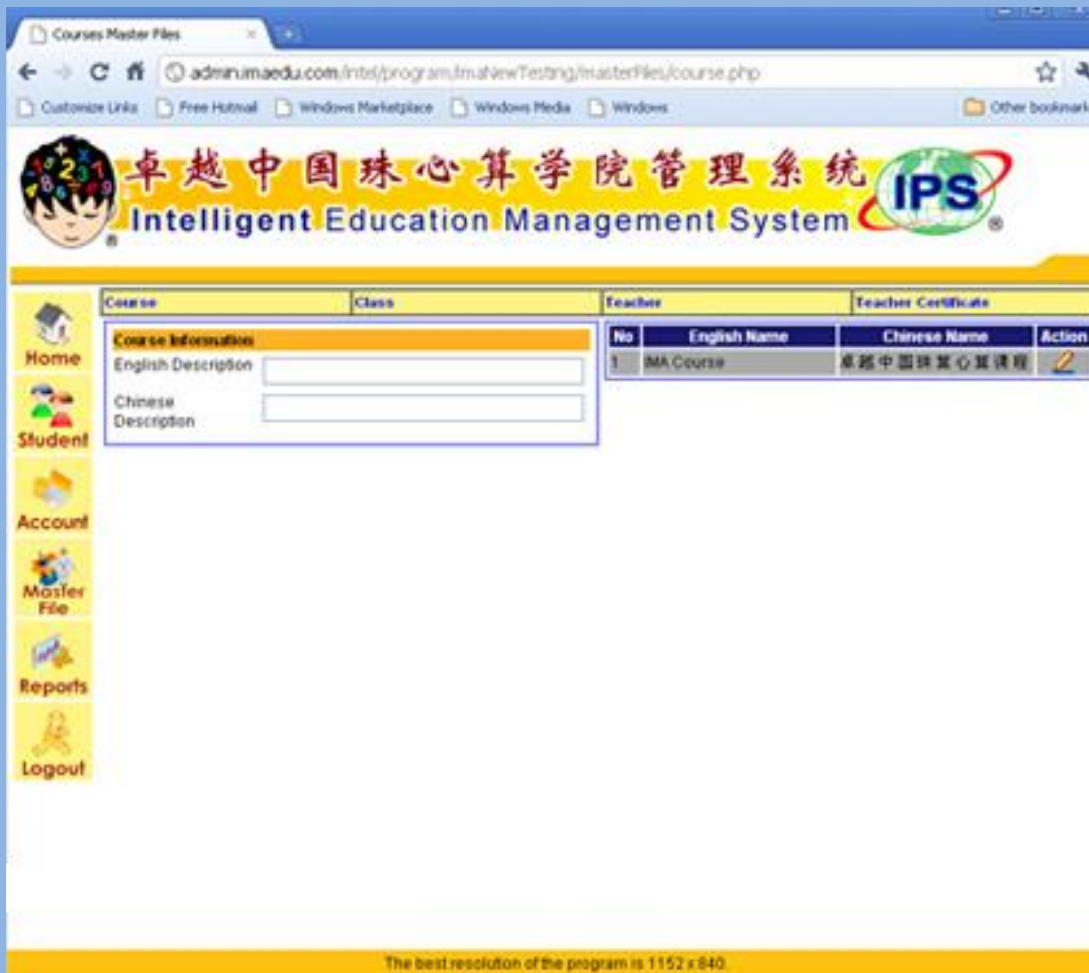


The Master File consists of four (4) functions, which are:

1. Course (Refer Pg. 2)
2. Class (Refer Pg. 3 – 4)
3. Teacher (Refer Pg. 5)
4. Teacher Certificate (Refer Pg. 6)

Course

Page 2



You will see a list of course materials when you click “Action”.

Class

Page 3

STEP 1 - 4

STEP 5

STEP 6

In order to enroll any new students, you have to create a class.

Then you follow the steps below to create a class process:

Step 1: Choose the “IMA Course”.

Step 2: Select the teacher

Step 3: Key in the fee “RM120”.

Step 4: Select type as “Monthly”

Step 5: Tick the new student’s timetable which is in blue mark.

Each class can only for A teacher and A session. And each session can only consist of 2 hours.

Step 6: Click “Add Class”. You will see the new class in the right column.

Update Class

Page 4

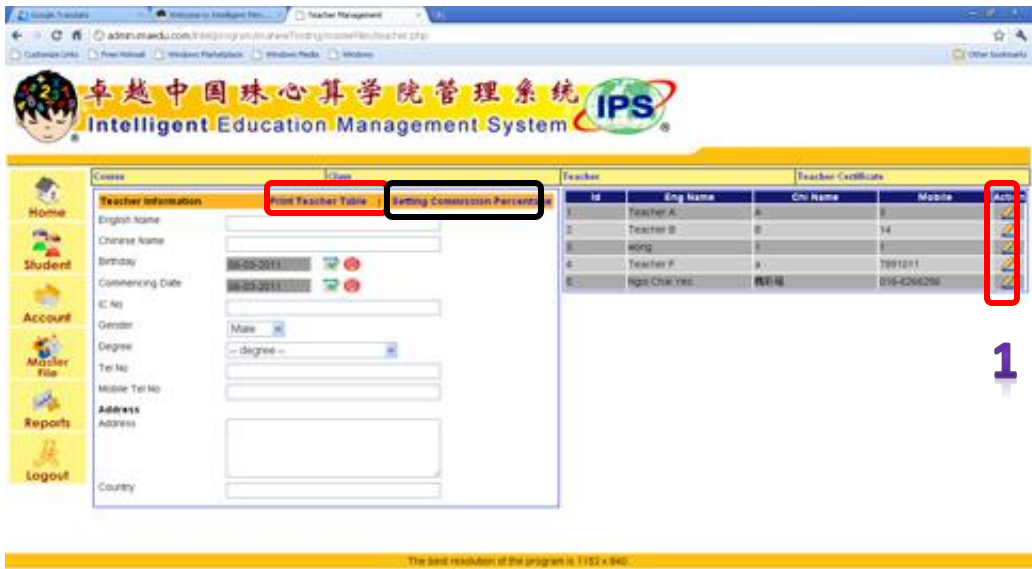
The screenshot displays the 'Class Management' interface of the Intelligent Education Management System (IPMS). The interface includes a sidebar with navigation options: Home, Student, Account, Master File, Reports, and Logout. The main content area is divided into two sections: 'Class' and 'Teacher'. The 'Class' section features a form to select a course (IMA Course), teacher (Ngai Chai Yeo), fee (120), and type (Monthly). Below this form is a large table with columns for Time, Mon, Tue, Wed, Thu, Fri, Sat, and Sun. A red box highlights the 'Update Class' button at the bottom left, labeled with a '3'. A purple box highlights a specific row in the table, labeled with a '2'. The 'Teacher' section on the right shows a list of teachers and their associated classes, with a red box highlighting the 'Update Class' button at the bottom right, labeled with a '1'.

On the other hand, if you want to change the class details (timetable, teacher and etc.), then please follow the steps below to update a class:

1. Click the “pencil” icon on your right
2. Input your new data
3. Click “Update Class”.

Before do some amend of the class, please make sure this class is EMPTY (no any students are under this class) .

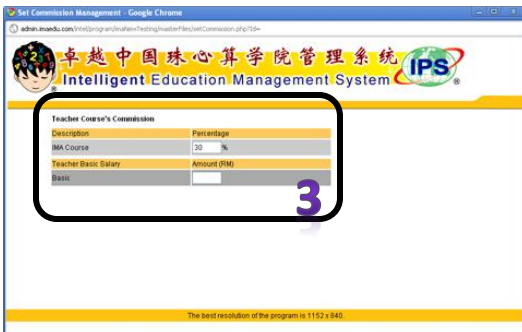
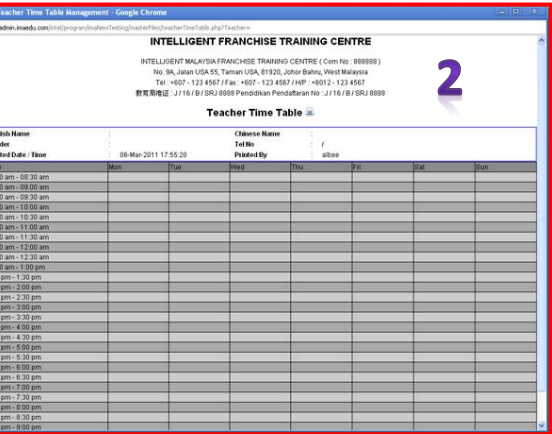
Teacher



The “Teacher’s Information” and “Setting Commission Percentage” are controlled by the Global Principal Office.

You could neither change nor save it. However, there are also some functions which you should need to know:

- 1. **Action:** Read your teacher’s info. in detail.
- 2. **Print Teacher’s Timetable:** Print out your teacher’s timetable anytime.
- 3. **Setting Commission Percentage:** Setting instructor’s commission and basic salary.



If you want to adjust your teacher’s commission rate, please send a letter to the Global Principal Office via email.

Teacher Certificate

Page 6

Teacher Certificate Manag...

admin.lmaedu.com/Intst/program/Intst/awTesting/masterFile/teacherCertificate.php

卓越中国珠心算学院管理系统 IPS Intelligent Education Management System

Course Class Teacher Teacher Certificate

Teacher Information

English Name Chinese Name

Course: Please Select Enroll

Grade: Grade

Exam Date: 09-03-2011

Barcode

Score

Add Certificate Reset

Exam Date Course Barcode Grade Score Function

STEP 7

STEP 2 - 6

STEP 1

After your instructor has passed the exam, you have to key in the data in order to claim the certificate, then please follow the steps below to claim certificate:

Step 1: Select the teacher and click the “Action” icon.

Step 2: Choose the course

Step 3: Click the button of “Enroll” (it will show all levels of the course.)

Step 4: Select the level

Step 5: Fill in the exam date

Step 6: Fill in the score

Step 7: Click the “Add Certificate”

If there are any mistakes, you can click the “pencil” in the “Function” to correct it.